

Rally Hosting Roles and Responsibilities

These guidelines are intended to set forth specific expectations, roles, responsibilities and deliverables associated with hosting a Greater Bay Area Airstream Club Rally.

Definitions:

Primary Host: Rally host (or host couple) responsible for overall Rally planning and success.

Secondary Host: Optional secondary host(s) or host couple(s) aiding Primary Host.

1st Vice President: Greater Bay Area Airstream Club 1st VP.

Treasurer: Greater Bay Area Airstream Club Treasurer (or designate).

Webmaster: Greater Bay Area Airstream Club Webmaster.

Membership Chairperson: Greater Bay Area Airstream Club Membership Chair.

Roles

1st Vice President

- Annual rally calendar planning, coordinating with Region or other Units.
- Recruitment and selection of Primary Host for each Rally.
- Initial contact with RV Park.
- Finalizing and signing RV Park contract and deposit amount for each Rally.
- Sending deposit to RV Park for each Rally.
- Prior to Rally, handing over Rally communications to Primary Host.

Primary Rally Host

- Taking over RV Park communication from 1st VP post deposit and contract signature.
Primary Rally Host will at this point become the single point of contact with the RV Park.
- Recruitment of Secondary Host(s) if desired.
- Creation of Rally Flyer (menu, costs, events, paper-registration, additional charges for extra guests, children, payment deadline, etc).
- Working with Webmaster, include online registration information into Rally Flyer.
- Distribution of Rally Flyer to Membership Chairperson for distribution to Greater Bay Area Airstream Club members and affiliates.
- Coordinating and combining online and paper-registration lists.
- Accurate record keeping of expenses, including receipts, associated with Rally costs.
Primary Rally Host is responsible for managing and reporting any expenses incurred by the Secondary Rally Hosts(s).
- Deliver total receipts to Treasurer within one (1) week of completion of Rally.

Secondary Rally Host(s)

- Duties as determined by Primary Rally Host.
- Accurate record keeping of expenses, including receipts.
- Deliver itemized expenses and receipts to Primary Rally Host.

Treasurer

- Sending RV Park deposit check to 1st VP for each Rally.
- Delivery of Rally Host reimbursement to Primary Rally Host within (1) week of receipt of expenses total (Primary Rally Host will negotiate amount and send any subsequent monetary distribution to Secondary Rally Hosts).

Webmaster

- Creation and publishing of annual Rally calendar (from 1st VP).
- Creation of online Rally registration for each Rally (working with Primary Rally Host).
- For each Rally, communication of summarized Rally online registration information to Rally Host and Treasurer.

Membership Chairperson

- Distribution of Rally information from Primary Rally Hosts to club members and affiliates.